



COUNTY OF LOS ANGELES
OFFICE OF THE COUNTY COUNSEL

648 KENNETH HAHN HALL OF ADMINISTRATION

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LOS ANGELES, CALIFORNIA 90012-2713

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April 11, 2006

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF RECONFIGURATION/REFURBISHMENT OF OFFICE
SPACE AND APPROVAL OF AN APPROPRIATION ADJUSTMENT
CAPITAL PROJECT NO. 86863
(FIRST DISTRICT - 3 VOTES)**

**JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER THAT YOUR
BOARD:**

1. Find that Capital Project No. 86863 is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to State Guidelines Section 15301(a) and Class 1, Subsection (d) of the County of Los Angeles Revised Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987.
2. Approve Capital Project No. 86863 for the refurbishment and reconfiguration of existing County Counsel office space on the sixth floor of the Kenneth Hahn Hall of Administration.
3. Approve the attached appropriation adjustment to transfer \$1.5 million from the Asset Development and Implementation Fund (ADIF) to the Capital Projects/Refurbishment Budget (C.P. 86863) to fund the project with repayment to ADIF from savings in County Counsel's operating budget over a maximum term of three years.
4. Authorize the County Counsel to take such steps as necessary to document and implement the project.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of these actions will allow the refurbishment and reconfiguration of existing County Counsel space located on the sixth floor of the Kenneth Hahn Hall of Administration, to proceed. The refurbishment will provide for a better use of existing space, consolidate legal and support staff who are currently dispersed in different locations, and enable the office to more efficiently provide legal services to County departments.

Currently, the number of attorneys assigned to the Hall of Administration exceeds the number of available offices on the sixth floor. In addition, the existing sixth floor configuration has not been improved since the mid 1980's and is facing several deficiencies that have resulted in safety, supervision and efficiency issues.

To address the lack of available space, the Workers' Compensation and Probate Divisions recently moved from the Hall of Administration to leased space that was procured by the Chief Administrative Office and approved by your Board. Attorneys, however, continue to share offices, which could compromise confidentiality and limit effectiveness. The recommended sixth floor project will reconfigure existing offices and library space to provide fourteen additional offices for attorneys and ergonomic work stations for support staff as well as new carpet and paint.

The additional office space created by this project will also allow County Counsel to meet new client demands for fiscal year 2006-07, thereby improving service excellence. Further, the project will improve the organizational effectiveness of legal divisions by enabling County Counsel to strategically consolidate legal divisions together.

Implementation of Strategic Plan Goals

Completion of this capital project supports the Office's "Service Excellence" and "Organizational Effectiveness" strategic goals. Consolidating staff who work together and consult with each other will improve functionality and communications lines thereby promoting a more effective and efficient work environment that enhances the level of service provided to clients. Completion of this project will also assist in improving the Office's "Workforce Excellence" goal by providing employees with a safe, efficient, and suitable work environment to conduct business.

FISCAL IMPACT/FINANCING

The total estimated cost for the refurbishment is \$1,500,000, including design, management, construction costs (including carpet and paint), electrical wiring, voice/data wiring and ergonomic modular furniture acquisition and installation. Approval of the attached appropriation adjustment

will transfer \$1.5 million from ADIF to the Capital Projects/Refurbishments Budget (C.P. 86863) to fund the project. County Counsel will repay ADIF for the \$1.5 million from annual savings in its operating budget over the next three years.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

None.

ENVIRONMENTAL DOCUMENTATION

This project is categorically exempt under the California Environmental Quality Act (CEQA) pursuant to State Guidelines section 15301(a) and Class 1, Subsection (d) of the County of Los Angeles Revised Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987.

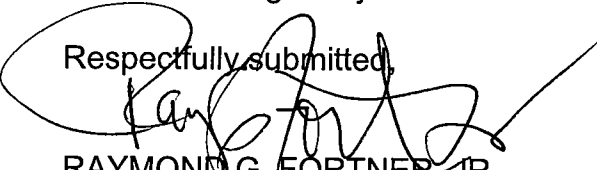
IMPACT ON CURRENT SERVICES

Refurbishment work will be performed during regular working hours which will necessitate the temporary relocation of staff. However, it is not anticipated that the service level to client departments will be impacted during this process.

CONCLUSION

Please instruct the Executive Officer-Clerk of the Board to return copies of the approved Board letter and Budget Adjustment to the Chief Administrative Office and County Counsel.

Respectfully submitted,


RAYMOND G. FORTNER, JR.
County Counsel


DAVID E. JANSSEN
Chief Administrative Officer

RGF:JFK:rfm

Attachments

c: Executive Officer, Board of Supervisors
Auditor-Controller